

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-154

Page 1 of 2

Agency
City of Frederick

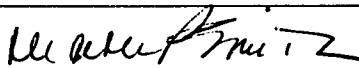
Division/Unit
Office of Legal Services

Item No	Description	Retention
/	Research files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Requests for legal services	Retain for 1 year after completion of project for which request was made
3	Litigation files	Circuit Court – Criminal cases retain for 50 years after close of case, then destroy; Circuit Court – Retain for 10 years after case closed, then destroy. District Court – Retain for 10 years after case closed, then destroy

Approved by Department, Agency or Division Representative

Date 7/3/01

Signature



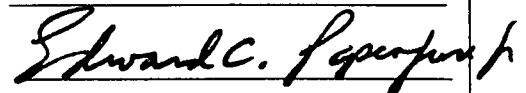
Type Name Heather Price Smith

Title Chief Legal Services Officer

Schedule Authorized by State Archivist

Date NOV 06 2001

Signature



DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. M-154

Page 2 **of** 2

Item No	Description	Retention
4	Boards and Commissions	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
5	Personnel Issues	Retain for 3 years after resolution/settlement, then destroy.

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Legal Services
101 N. Court St.
Frederick, Maryland 21701

PAGE 2 OF 6

1. Position Office of Legal Services		2. Division	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Research files		5. Earliest Year/Latest Year 1991 to 1999	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Series includes research on issues that often confront the City of Frederick (ex. Liability of elected officials). <i>(recurring issues)</i>			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Filing Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
		9. Volume File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) Banker's boxes (5)	
		10. Approximate Annual Accumulation x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) 2 <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Never		12. File Becomes Inactive After	
13. Current Location(s) (Bldg., Floor, Room) City Attorney's Office 2nd floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) No	
15. Access Restrictions xNone (If Yes, cite Law(s) & Regulations(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) xYes, by topic		18. Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department 1 yr Transfer periodically to the MD Archives.	
19. Name and Title of Preparer Mark Anders		20. Telephone Number 301/694-1410	
		10/2/99	

RECORDS INVENTORY THE CITY OF FREDERICK

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Department of
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101 N. Court St.
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1. Position

2. Division

Office of Legal Services

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Requests for Legal Services

1999 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Series includes all requests for legal services as well as the work product to fulfill that request.

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☒ Alphabetical

File Drawer(s)

☐ Microfilm Reel(s)

Legal Size

☐ Computer Tape

☐ Numerical

☐ Computer Tape(s)

Bound Book

☐ Floppy Disk

☐ Chronological

Number

Other (specify)

☐ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual Accumulation

☐ Other (specify)

☐ Other (specify)

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

1
Number

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☒ Monthly or less

After project is completed or request is satisfied.

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

Attic-3rd floor

City Attorney's Office 2nd floor

No

15. Access Restrictions ☒ Yes

16. Audit Requirements

(If Yes, cite Law(s) & Regulations(s))

Attorney/client work product

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

18. Recommended Retention

(If yes, explain briefly and describe any hardware/software)

☒ Yes, by topic

1 year *after completion of project for which request was made*

19. Name and Title of Preparer

20. Telephone Number

21. Date

Mark Anders

301/694-1410

10/27/99

RECORDS INVENTORY THE CITY OF FREDERICK

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1. Position
Office of Legal Services

2. Division

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Litigation files

5. Earliest Year/Latest Year

1991 to 1999

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Litigation files includes all pleadings, correspondence, depositions, discovery requests, documents produced and ruling of the Court of jurisdiction in any lawsuit in which the City of Frederick was a party.

7. Record Series Format(s)

☒ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☒ Bound Book ☒ Floppy Disk
☒ Audio Tape ☒ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify)
Banker's Boxes
19
Number

10. Approximate Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Boxes
2
Number

11. File is Used

☐ Daily ☐ Weekly ☒ Monthly or less

12. File Becomes Inactive After

☒ Final Order of Court ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic-3rd floor
Paralegal's Office, City Attorney(s), Secretary's Office, 2nd floor

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or Office)

☒ Yes, Much of files is in the Court's files

15. Access Restrictions ☒ Yes ☐ No

(If Yes, cite Law(s) & Regulations(s) Some records include personnel files, which are confidential as well as Settlement Agreements, which are confidential

16. Audit Requirements

☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

~~3 years after resolution/settlement~~ ^{over} →

19. Name and Title of Preparer M. Anders

20. Telephone Number 1410

21. Date 10/25/99

Bev - Circuit Ct. / District Ct.

Circuit Court - Criminal Cases ^{after closed}
Retain for 50 Y, then destroy.

Circuit Court - Retain for 10 Y ^{after closed}, then destroy.
Orders of Court, petition, Testimony, Court
certification, certification of records, petitions for
support, application for assistance, Copies of
Code, correspondence, etc.

District Court - Retain for 10 Y ^{after closed}, then destroy.

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1. Position Office of Legal Services	2. Division
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Boards & Commissions	5. Earliest Year/Latest Year 1991 to 1999
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Series includes all information on boards and commission within the City of Frederick and any requests for Legal Services and Attorney work products that arise from said boards.

7. Record Series Format(s)	8. Record Series Filing Sequence	9. Volume
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Approximate Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 1 Number

11. File is Used	12. File Becomes Inactive After
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly or less	After project is completed or request is satisfied.

13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
Attic-3rd floor City Attorney's Office 2nd floor	No

15. Access Restrictions <input checked="" type="checkbox"/> Yes (If Yes, cite Law(s) & Regulations(s) Attorney/client work product	16. Audit Requirements
<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	

17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes, by topic	18. Recommendation 1 year <i>af</i> Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin development and accomplishments of the department Transfer periodically to the MD Archives.
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19. Name and Title of Preparer	20. Telephone Number
Mark Anders	301/694-1410

10/2/99

RECORDS INVENTORY THE CITY OF FREDERICK

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PAGE 2 OF 6

1. Position

2. Division

Office of Legal Services

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Personnel Issues

1991 to 1999

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Personnel Issues includes, but is not limited to, hearings on personnel matters, disciplinary actions, investigations, and any and all other matters related official actions related to City employees.

Grievances, suits

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☒ Alphabetical

☒ File Drawer(s)

☐ Microfilm Reel(s)

☒ Legal Size

☐ Computer Tape

☐ Numerical

5
Number

☐ Computer Tape(s)

☐ Other (specify)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

☒ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Other (specify)

☐ Other (specify)

1
Number

☐ Computer Tape(s)

☐ Other (specify)

Approx. 2-3 years

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☐ Monthly

LESS

1 year

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?

Attic- 3rd floor

(If yes, specify agency or Office)

Yes, Dept from which issue came

15. Access Restrictions Yes

16. Audit Requirements

(If Yes, cite Law(s) & Regulations(s))

State ☐ Federal ☐ Independent

17. Is an Index System Used?

18. Recommended Retention

(If yes, explain briefly and describe any hardware/software)

No

*3 years after resolution/
settlement*

19. Name and Title of Preparer

20. Telephone Number

21. Date

M. Anders

301/694-1410

10/26/99